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MEMORANDUM FOR:

Director of Research and Development
Director of Development and Engineering
Director of SIGINT Operations
Director of Technical Service
Director, National Photographic
Interpretation Center

SUBJECT: Security Concerns During Initial
Contractor Contact

1. Contracting Officer's Technical Representatives (COTR's) and other DDSST personnel involved in any phase of the acquisition (contracting) process are reminded that an essential ingredient to the ultimate success of a classified endeavor is the timely establishment of proper security controls. These controls are especially critical during the early exploratory study phase, where the initial practice sets the precedent for the degree of control to be maintained throughout the development of the project. Such things as the identification of the customer, desired product or effort, methods of operating, acquisition techniques, and prospective applications must always be handled in a manner designed to assure security integrity throughout the procurement process.
2. Examples of information which may require protection are raw technical data, engineering reports, contract specifications, engineering requirements, requests for proposals, progress reports, and drawings. Security protection must also be afforded unique technical or material characteristics which relate to a system or subsystem that actually or potentially may compromise the project or program. Additionally, any information from which the ultimate application of the finished product can be determined must be appropriately classified at the proper time and, most importantly, discussed only with formally approved persons.
3. To insure that project information is disclosed only to authorized persons consistent with the efficient and secure performance of the proposed contract, it is essential that proper security controls be established well in advance of the contract being awarded to a particular contractor. Normally,


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special project access controls should be established before selected contractors are tasked to conduct studies or initiate proposals. This is necessary since frequently the mere mention of the equipment desired is in and of itself revealing in terms of the intended operational use. This procedure must also provide the mechanism to ensure that participating contractors who are not awarded a contract are appropriately debriefed and that sensitive project material is returned.

4. While the foregoing should be long-standing practice, it is considered worth repeating especially when you consider the regrettable consequences of a valuable project being inadvertently compromised during the early conceptual stage of its development. Disastrous results can occur when (1) there is an absence of adequate security controls which ensure compliance with the strict "need-to-know" principles, or (2) the importance and sensitivity of the proposed project is not fully recognized and understood by all concerned.

5. Therefore, your planned procedures to establish adequate security controls for initial contractor contact shall be discussed with your office and/or contracting team security officers well in advance of the initiation of contractor discussions or proposal solicitations. Please see that the appropriate personnel within your respective organizations are provided this specific guidance.


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Deputy Director
for
Science and Technology

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Page Two

Next 18 Page(s) In Document Exempt